TOWN COUNCIL
WATERTOWN, CONNECTICUT

MONDAY, FEBRUARY 6, 2023
REGULAR MEETING – 7:00 P.M.
AGENDA

WATERTOWN TOWN HALL
TOWN COUNCIL CHAMBERS
61 ECHO LAKE RD.
WATERTOWN, CT 06795

THIS MEETING WILL BE AN IN-PERSON MEETING AND WILL ALSO BE AVAILABLE VIA ZOOM IN LISTEN ONLY MODE
A LINK WILL BE POSTED ON THE DAY OF THE MEETING
PLEASE SEE WWW.WATERTOWNCT.ORG UNDER THE CALENDAR OF MEETINGS

1. Call Meeting to Order.
2. Pledge of Allegiance.
3. Roll Call.
4. Public Comment.
5. Minutes.
   a. Regular Meeting, January 17, 2023
6. Chairman’s Report
   a. Correspondence.
7. Town Manager’s Report.
8. Subcommittee Reports.
   a. Naugatuck Valley Greenway -Connecticut Recreational Trails Program Grant Information and Application – Information Brief
   b. Consider appointment to boards and commissions.
c. Consider an appropriation from the General Fund in the amount of $41,900 to the Maintenance Land and Building line item for Munson House roof replacement project.

d. Consider approval of the job description for the position of Assistant Superintendent/Engineer for the Water and Sewer Authority.

e. Consider approval of the job description for the position of Administrator of Land Use and Buildings Services Administrator-Zoning Enforcement Official.

f. Consider approval of the job description for the position of Wetlands Enforcement Officer-Assistant Zoning Enforcement Officer-Assistant Land Use Administrator.

g. Consider a resolution authorizing an appropriation from the General Fund in the amount of $8,036 for tax refunds.

h. Consider a resolution authorizing tax refunds.

10. Adjournment.
STATE OF CONNECTICUT
OFFICE OF THE SECRETARY OF THE STATE

ED-626
(Under Section 9-238a this form is to be filed with the Secretary of the State during the first week in February, and a duplicate copy is to be filed with officials required to provide voting machines for your municipality under Section 9-238.)

AGENDA ITEM - INFO
TOWN COUNCIL
FEBRUARY 6, 2023

To the Secretary of the State:

Notification of Number of Electors and Number of Polling Place

Notice is hereby given of the following information as required by Section 9-238a of the CGS.

USE ONLY FIGURES FROM THE ACTIVE REGISTRY LIST

<table>
<thead>
<tr>
<th>Voting District Number</th>
<th>Total Republican</th>
<th>Total Democratic</th>
<th>Total Minor Parties</th>
<th>Total Unaffiliated</th>
<th>Total No. Names On Registry List</th>
<th>Total No. Voting Machines(excluding spares)</th>
<th>Total Number of Spare Machines</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1,432</td>
<td>951*</td>
<td>71</td>
<td>1,902</td>
<td>4,356</td>
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<td>2</td>
<td>1,337</td>
<td>894</td>
<td>57</td>
<td>1,571</td>
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<tr>
<td>3</td>
<td>1,056</td>
<td>705</td>
<td>68</td>
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<td>769</td>
<td>70</td>
<td>1,679</td>
<td>3,598</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>A/B</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>1</td>
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<td>4,905</td>
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<td>266</td>
<td>6,674</td>
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</tbody>
</table>

Total Number of Voting Machines for Entire Town: 10
(Including Spare Machines)

Dated at Watertown, this 25th day of January, 2023

Lisa Dalton
Signature of Town Clerk

Town of Watertown
To: Mark A. Raimo, Town Manager

From: Donna Ford, Purchasing Agent/Building Maintenance Supervisor

cc: Susan Zappone, Assistant Town Manager/Finance Director

Date: February 2, 2023

Re: Request for Appropriation – Munson House Roof

The Public Buildings Department respectfully requests that the Watertown Town Council consider approving an appropriation in the amount of $41,900 for the Munson House Roof Replacement. The roof is leaking causing damage to the interior of the building.

Line item for appropriation is 010-50317-014-0000-9010 Maintenance Land & Building.

Thank you for your consideration.
JOB DESCRIPTION
Water And Sewer Authority
Assistant Superintendent/Engineer

JOB TYPE: FULL-TIME
STATUS: EXEMPT, SALARY
COMPENSATION: NEGOTIATED
REPORTS TO: Works under the Water and Sewer Authority Superintendent/Engineer, Director of Public Works or, if absent, assigned supervisor by the Town Manager

APPROVED BY: WATERTOWN TOWN COUNCIL
APPROVAL DATE:

POSITION SUMMARY: Responsible for advanced technical work in design, review, inspection, and supervising the water distribution and sewage collection systems, including pumping and quality functions of the municipal water and sewer utility.

SUPERVISION RESPONSIBILITIES: Works under the Water and Sewer Authority Superintendent/Engineer, Director of Public Works or, if absent, assigned supervisor by the Town Manager.

SUPERVISION EXERCISED: Provides general supervision to the Water and Sewer Supervisor, the Utility Maintainers, Office Manager and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Designs construction projects such as water and sewer main extensions replacement, rehabilitation, pumping station, and water storage facilities.
- Prepares and oversees consultants’ plans, cost estimates, and specifications for construction projects, materials, maintenance, and equipment.
- Performs construction administration of water and sewer projects, oversees construction inspection, negotiates utility easements, and enforces easement agreements.
- Maintains Authority records, maps, drawings and as-buils.
- Develops and oversees computer-based maintenance management systems (CMMS, GIS, GEMS, and SCADA).
- Maintains water quality control and monitoring programs for potable water, industrial wastewater, fats, oils, and greases; oversees contract water testing laboratories.
- Reviews reports and records results of laboratory tests.
- Assures that all facilities are properly maintained and operating correctly and efficiently; inspects operation of equipment.
- Recommends changes in water and sewer operations and Policy Manual updating.
• Makes recommendations for expansion and improvement of departmental water quality and distribution systems as well as the sewage collection system and industrial pretreatment; answers complaints and may, as necessary, respond to emergencies.
• Develops and refine plans for emergency procedures and response.
• Assists in obtaining permits for all regulated activities of the Water and Sewer Department and monitors for compliance with all such permit conditions.
• Develops a 10 Year Master Plan for Water and Sewer infrastructure.
• Monitor, develop and recommend changes with the water and sewer contracts with the City of Waterbury.
• Other activities will include, but not be limited to, organizing employees’ training; development and maintenance of environmental, regulatory, and safety compliance programs, quality improvement programs, operations and maintenance manuals, and standard operating procedures; may act as the Supervisor of Operations and Maintenance or Superintendent/Engineer in their absence.

REQUIRED SKILLS AND ABILITIES:
• Considerable knowledge of the principles, practices, equipment, materials, and tools used in water distribution, sewage collection, and pumping systems.
• Considerable knowledge of Federal EPA, State DEEP and State DPH drinking water and sanitary sewer related environmental regulations.
• Strong organizational skills, attention to detail, and ability to prioritize.
• Ability to develop and maintain effective working relationships with management, coworkers, and the general public.
• Ability to exercise good judgment in evaluating situations and making decisions.
• Ability to assign, direct and inspect the work of contractors and subordinates.
• Ability to plan, organize, control project work, keep records and make reports.
• Must have strong skills with various computer software programs, including CAD, ESRI GIS Mapping, sewer GEMS, Water and Sewer Modeling, Microsoft Office, Excel, Word, and PowerPoint.

EDUCATION AND EXPERIENCE:
A Bachelor of Science degree in civil or environmental engineering is preferred. Five (5) years of engineering experience, at least one (1) or more of which shall be in water quality, distribution, or sewage collection work or design in a supervisory capacity or an equivalent amount of experience and training. Graduation from an ABET-certified college or university with a specialization in engineering. However, a combination of education experience in municipal water operations and/or wastewater operations, including at least two (2) years at a supervisory level, or any equivalent combination of education, training, and experiences that provides the requisite knowledge, skills, and abilities for this job.
SPECIAL REQUIREMENTS:
- Must be certified by the State Health Department as an Operator of Water Distribution Systems under the Connecticut General Statutes Section 25-32 within one (1) year after hiring.
- Professional Engineering (PE) or Engineer In Training (EIT) license desirable at the time of application.
- Must have a valid Connecticut driver’s license or be able to obtain one in sixty (60) days.

Probationary Period: The probationary period for this position shall be one (1) year.

PHYSICAL DEMANDS:
The physical demands here are representative of those that must be met by an employee to perform the essential functions of the job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the essential functions of this job, the employer is frequently required to stand, walk, use hands and fingers, handle or operate objects, controls, or standard office equipment, reach with hands and arms, and occasionally balance or crouch to file documents and reports.

The employee must occasionally lift and/or move up to 100-150 pounds to remove a manhole cover. The duties of the job require employees to climb into manholes, and pump stations as in confined space entry, conduct field inspections, climb ladders and crawl under a space, kneel and stoop as well as required to walk, sit, climb, occasionally stand for long periods. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Employee will be required to distinguish and understand voice patterns and verbal instructions as well as speak clearly with volume.

WORK ENVIRONMENT:
This job operates in a professional office environment, with frequently related fieldwork. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines. The employee is occasionally exposed to seasonal conditions of outside weather and occasional exposure to high and low temperatures. The employee occasionally works near moving mechanical parts and is exposed to grease/oil, wet and or humid conditions and vibration, and hazardous waste materials. The employee is often exposed to other hazardous materials such as chemicals and toxins or poisonous substances. The job’s duties will expose the employee to blood, body tissues, or fluids and possible electrical hazards.
While performing the duties of this job, the employee may occasionally work in outside weather conditions. The employee may occasionally be exposed to wet and/or humid conditions, extreme cold, extreme heat, and airborne particles. The noise level in the work environment is usually quiet in the office and moderately noisy, too noisy in the field.

**POSITION TYPE/EXPECTED HOURS OF WORK:**

This position is a salaried position.

This is a full-time position, and hours of work and days are as stated in the Town of Watertown Employee Handbook and Code of Ordinances Town of Watertown. This position occasionally requires hours beyond those scheduled hours, including evening and weekend work, as job duties demand.

**TRAVEL:**

Travel is primarily local during the business day, although some out-of-the-area travel and overnight may be expected for conferences and seminars.

**OTHER DUTIES:**

This job description is not an all-inclusive comprehensive listing of functions, activities, duties, or responsibilities that are required of the employee for this job. It is meant to illustrate the primary functions, duties, responsibilities, and activities which may also be changed or modified based upon Town needs.

**EEOC STATEMENT:**

It is the policy of the Town of Watertown to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, public assistance status, veteran status, or any other characteristic protected by federal, state or local law. In addition, the Town of Watertown will provide reasonable accommodations that do not present an undue hardship for qualified individuals with disabilities.

The employee’s signature below indicates an understanding of the requirements, essential functions, and duties of the position.

__________________________  ______________________
Employee Signature  Date
JOB DESCRIPTION

Administrator of Land Use and Building Services Administrator – Zoning Enforcement Official

JOB TYPE: FULL-TIME
STATUS: EXEMPT, SALARY
COMPENSATION: NEGOTIATED
REPORTS TO: TOWN MANAGER/PLANNING & ZONING COMMISSION ORD. §36-2 ORD.
APPROVED BY: WATERTOWN TOWN COUNCIL
APPROVAL DATE: 
APPROVED BY: PLANNING & ZONING COMMISSION
APPROVAL DATE: DECEMBER 7, 2022

POSITION SUMMARY: The Land Use Administrator is responsible for performing overall planning functions for the Town, including administration of the Plan of Conservation and Development, administration of land use regulations, and management of the land use and building departments.

SUPERVISORY RESPONSIBILITIES: Works under the supervision of the Town Manager and Planning and Zoning Commission as specified by Town Charter. Supervises staff, including assigning work, reviewing performance, and recommends hiring, promotions, demotions, or terminations. Manages others through subordinate supervisors.

SUPERVISION EXCERCISED

Provides immediate supervision to the Wetlands Enforcement Officer / Assistant Zoning Enforcement Officer, Building Officials and administrative staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide professional staff support to the Planning and Zoning Commission, and to Conservation/Inland Wetlands and Watercourses Agency (CC/IWWA) and Zoning Board of Appeals (ZBA) as necessary;
- Provide general oversight of land use and building services functions with an emphasis on providing effective and efficient services to stakeholders and program users;
- Responsible for updates and revisions to land use regulations including zoning, subdivision, inland wetlands and watercourses and the Plan of Conservation and Development;
- Responsible for implementation and maintenance of e-permit systems;
- Responsible for coordination and administration of the regional hazard mitigation program;
- Responsible for administration and implementation of the town floodplain program;
- Responsible for updates and revisions to the Affordable Housing Plan;
- Supervision and management of complaint and infractions pertaining to land use regulations;
- Attends Planning and Zoning commission, Town Council and other land use commission meetings and performs site visits as necessary;

Administrator of Land Use and Building Services Administrator – Zoning Enforcement Official
Job Description – Town of Watertown
• Coordinate and schedule preapplication and administrative review team meetings with application stakeholders and appropriate regulatory officials;
• Responsible for developing and maintaining an efficient and effective plan review process;
• Prepares Land Use and Building Services annual budget and oversee departmental expenditures.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:
• Strong organizational skills, attention to detail and ability to prioritize.
• Ability to develop and maintain effective working relationships with management, co-workers and the general public.
• Considerable knowledge of zoning inspection practices. Good knowledge of the principles of land use planning and zoning. Good knowledge of environmental problems with respect to municipal development. Considerable ability to inspect and evaluate zoning and inland wetland infractions.
• Good knowledge of accepted requirements of building construction and safety.
• Considerable ability to read and interpret laws, ordinances, regulations, maps, and building plans. Good ability to enforce standards with firmness and tact.

EDUCATION AND EXPERIENCE:
• The skills and knowledge usually acquired with a Master’s Degree in Planning, Urban Planning, Environmental Planning, Public Administration, or closely related degree and five years of planning experience with at least one year of which has been as a Town Planner or Department Head.
• Certification as a CAZEO official, and CT DEEP Inland Wetlands Agent.
• Certification by the American Institute of Certified Planners preferred.

SPECIAL REQUIREMENT:
• Must have a valid Connecticut driver’s license or be able to obtain one in sixty (60) days.

PHYSICAL DEMANDS:
The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employer is frequently required to stand, walk, use hands and fingers, handle or operate objects, controls or standard office equipment, reach with hands and arms, and occasionally balance or crouch to file documents and reports.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:
This job operates in a professional office environment, with occasional related field work. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Administrator of Land Use and Building Services Administrator – Zoning Enforcement Official
Job Description – Town of Watertown
While performing the duties of this job, the employee may occasionally work in outside weather conditions. The employee may occasionally be exposed to wet and/or humid conditions, extreme cold, extreme heat and airborne particles. The noise level in the work environment is usually quiet in the office, and moderately noisy to noisy in the field.

POSITION TYPE/EXPECTED HOURS OF WORK:
This position is salaried unit member.

This is a full-time position and hours of work and days are as stated in the Town of Watertown Employee Handbook and Code of Ordinances Town of Watertown §36-2. This position occasionally requires hours beyond those scheduled hours, including evening and weekend work as job duties demand.

TRAVEL:
Travel is primarily local during the business day, although some out of the area travel and overnight may be expected for conferences and seminars.

OTHER DUTIES:
Please note this job description is not designed to cover or contain a comprehensive listing of functions, activities, duties or responsibilities that are required of the employee for this job. Functions, duties, responsibilities and activities may change at any time with or without notice.

EEOC STATEMENT:
It is the policy of the Town of Watertown to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the Town of Watertown will provide reasonable accommodations that do not present an undue hardship for qualified individuals with disabilities.

The employee’s signature below indicates an understanding of the requirements, essential functions, and duties of the position.

_________________________________  __________________________
Employee Signature                  Date

REV. 8-12-2022
JOB DESCRIPTION
Wetlands Enforcement Officer - Assistant Zoning Enforcement Officer –
Assistant Land Use Administrator

JOB TYPE: FULL-TIME
STATUS: NON - EXEMPT, HOURLY
COMPENSATION: PER UNION CONTRACT
REPORTS TO: LAND USE ADMINISTRATOR/COMMISSIONS
APPROVED BY: WATERTOWN TOWN COUNCIL
APPROVAL DATE: PLANNING & ZONING COMMISSION §36-2 ORD
APPROVAL DATE: DECEMBER 7, 2022

POSITION SUMMARY: Provides professional staff functions for the Conservation Commission/Inland Wetland Agency, Zoning Board of Appeals; and Planning and Zoning Commission as necessary. Provides technical analysis and guidance on standards including inland wetlands and watercourses regulations, zoning and subdivision regulations, erosion and sediment control standards, stormwater management standards in concurrence with related town staff, and correlated land use regulations. Responsible for enforcement of Inland Wetlands and Watercourses Agency and zoning regulations, erosion and sediment control standards.

SUPERVISORY RESPONSIBILITIES: Under the direct supervision of the Land Use Administrator, Town Manager and Planning and Zoning Commission as specified by town charter; general direction of the Conservation Commission/Inland Wetlands and Watercourses Agency (CC/IWWA), Zoning Board of Appeals (ZBA).

SUPERVISION EXERCISED
Provides general guidance to support staff in the performance of the outlined duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provide professional staff functions for the CC/IWWA, ZBA and Planning and Zoning Commission as necessary;
- Primarily attends CC/IWWA and ZBA Commission meetings; analyzes application proposals; reviews findings with appropriate Commission;
- Investigates and resolves complaints applicable to land use functions including zoning and inland wetlands regulations, erosion and sediment control standards;
- Perform review and inspection of construction sites, both residential and commercial, throughout the application and developmental process to ensure compliance with applicable land use regulations;
- Review and approve zoning applications, CC/IWWA and ZBA decision letters and additional related forms requiring a zoning official signature;
- Participates in preapplication meetings with customers and applicants;
• Participate in and assist department in developing and maintaining an efficient and effective developmental review process;
• Reviews regulations and recommends updates to Commission members and Land Use Administrator;
• Performs supplementary duties as assigned by the Land Use Administrator.

REQUIRED SKILLS AND ABILITIES:
• Organizational skills, attention to detail and ability to prioritize.
• Extensive knowledge of CT municipal land use principles and practices, particularly zoning, inland wetlands and watercourses, and erosion and sediment control practices
• Considerable ability to interpret and discuss applicable laws, ordinances, regulations, maps and plans;
• Effective verbal and writing communication skills; Strong ability to communicate effectively with customers and the general public; considerable ability to educate and inform commissioners through the use of presentations and reports;
• Knowledge and experience with digital information systems including GIS mapping, e-permit and office productivity systems;
• Ability to develop and maintain effective working relationships with management, co-workers and the general public.
• Ability to learn and apply new information, technology and legislation applicable to departmental activities.

EDUCATION AND EXPERIENCE:
• A BS degree in urban planning, natural science or similar related field is preferred. However, a combination of an Associates Degree in a related field with two (2) years of specialized experience in planning and zoning, land development or related field.
• Certification by CT Association of Zoning Enforcement Officials, and CT DEEP Inland Wetlands and Watercourses certification or the ability to become certified as a zoning enforcement officer within one year.

SPECIAL REQUIREMENT:
• Must have a valid Connecticut driver’s license or be able to obtain one in sixty (60) days.

PHYSICAL DEMANDS:
The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
• Coordinate and schedule preapplication and administrative review team meetings with application stakeholders and appropriate regulatory officials;
• Responsible for developing and maintaining an efficient and effective plan review process;
• Prepares Land Use and Building Services annual budget and oversee departmental expenditures.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:
• Strong organizational skills, attention to detail and ability to prioritize.
• Ability to develop and maintain effective working relationships with management, co-workers and the general public.
• Considerable knowledge of zoning inspection practices. Good knowledge of the principles of land use planning and zoning. Good knowledge of environmental problems with respect to municipal development. Considerable ability to inspect and evaluate zoning and inland wetland infractions.
• Good knowledge of accepted requirements of building construction and safety.
• Considerable ability to read and interpret laws, ordinances, regulations, maps, and building plans. Good ability to enforce standards with firmness and tact.

EDUCATION AND EXPERIENCE:
• The skills and knowledge usually acquired with a Master’s Degree in Planning, Urban Planning, Environmental Planning, Public Administration, or closely related degree and five years of planning experience with at least one year of which has been as a Town Planner or Department Head.
• Certification as a CAZEO official, and CT DEEP Inland Wetlands Agent.
• Certification by the American Institute of Certified Planners preferred.

SPECIAL REQUIREMENT:
• Must have a valid Connecticut driver’s license or be able to obtain one in sixty (60) days.

PHYSICAL DEMANDS:
The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employer is frequently required to stand, walk, use hands and fingers, handle or operate objects, controls or standard office equipment, reach with hands and arms, and occasionally balance or crouch to file documents and reports.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:
This job operates in a professional office environment, with occasional related field work. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.
The employee’s signature below indicates an understanding of the requirements, essential functions, and duties of the position.

_________________________  _______________________
Employee Signature        Date
RESOLUTION

WHEREAS, taxpayers have applied for Tax Refunds pursuant to Section 12-129, Refund of Excess Payments; and

WHEREAS, the Tax Collector recommended that the refunds be made in accordance with the provisions of Section 12-129; and

WHEREAS, in order to refund taxpayers who have been approved for their refunds, monies must be appropriated into the budget line item to expend the funds.

NOW THEREFORE BE IT RESOLVED, that the Town Council appropriates $8,036 to line item 010-50341-043-0102 from the General Fund for tax refunds.

Dated at Watertown, Connecticut this 6th day of February, 2023.

___________________________________________
Jonathan Ramsay, Chairman
Watertown Town Council

At a regular meeting of the Watertown Town Council held on February 6, 2023 the foregoing resolution was moved for adoption by
Councilman/Councilwoman_______________________. The motion was supported by
Councilman/Councilwoman_______________________.
Motion declared adopted.

___________________________________________
Susan King, Clerk
Watertown Town Council
RESOLUTION

WHEREAS, taxpayers have made applications for property tax refunds in accordance with C.G.S. Section 12-129 Refunds of Excess Payment:

WHEREAS, the Tax Collector recommends that the refunds be made in accordance with the provisions of Section 12-1298;

NOW THEREFORE BE IT RESOLVED, that the Town Council approves the attached listing of tax refunds.

Dated at Watertown, Connecticut this 6th day of February, 2023.

________________________________________
Jonathan Ramsay, Chairman
Watertown Town Council

At a regular meeting of the Watertown Town Council held on February 6, 2023 the foregoing resolution was moved for adoption by
Councilman/Councilwoman___________________________. The motion was supported by
Councilman/Councilwoman___________________________.

Motion declared adopted.

________________________________________
Susan King, Clerk
Watertown Town Council
**ACTION TAKEN BY THE TOWN COUNCIL:**

At a regular meeting of the Town Council held on __________ day of __________ 2023, it was authorized to refund property taxes, interest, and fees amounting to $______________ to the below applicants.

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<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>City/State/Zip</th>
<th>Prop Loc/Vehicle Info.</th>
<th>Reason</th>
<th>Tax</th>
<th>Int</th>
<th>Fees</th>
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<td>39 HOUSTON TER</td>
<td>STAMFORD, CT 06120</td>
<td>Sec. 12-129 Refund of Excess Payments - AC</td>
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<td>BALDUCCI ASHLEY S</td>
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<td>OAKVILLE, CT 06177</td>
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<td>BARTON STEPHEN R</td>
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<td>OAKVILLE, CT 06177</td>
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<tr>
<td>BAVONE ARLENE M</td>
<td>15 GARIBALDI ST</td>
<td>OAKVILLE, CT 06177</td>
<td>Sec. 12-129 Refund of Taxes Erroneously Collected</td>
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<td>CCAP AUTO LEASE LTD</td>
<td>1601 ELM ST STE 800</td>
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**Total:** 7,880.64 140.85 15.00 8,036.49

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Susan King, Clerk of the Town Council